PHILIP MORRIS USA RECORDS MANAGEMENT DEPARTMENT

DATE: NOVEMBER 9, 1999

TO: PM USA RECORDS COORDINATORS

FROM: LEWIS M. CUMMINGS

SUBJECT: **RECORDS DISPOSAL SUSPENSION NOTICE**

The Legal Department has instructed me to circulate the enclosed Records Disposal Suspension Notice to PM USA Records Coordinators. The enclosures to this memorandum describe the records that are placed under disposal suspension.

Please distribute the enclosures to ***ALL EMPLOYEES*** in the departments for which you have Records Management responsibility.
If you have questions related to the Records Disposal Suspension Notice, please contact Bill Lynch in the Legal Department (New York ext. 4019).

ENCLOSURES

c: W. A. BRANDT, JR., ESQ.
W. F. LYNCH, III

FILE: P0581

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